

Accountant I

Supplemental Questionnaire



Opening Date: 11/1/2017
Final Filing Date: 11/17/2017

Directions

Please provide thorough, accurate answers to the supplemental questions below. Should you respond with comments such as “see application” or “see resume” instead of addressing the question(s) directly, your application packet may not be considered. You may attach additional sheet(s) of paper, with your name and the title of the position you are applying for at the top of each sheet. Limit your answers to 1/2 page per question and number the answers to correspond with the questions.

Submit the following documents in your application packet to Meredith Nahm at HumanResources@brentwoodca.gov:

- Brentwood Employment Application
- Supplemental Questionnaire
- Cover Letter
- Resume
- Transcripts

Questions

1. Describe your specific experience with analyzing, reconciling and/or preparing financial data and accounting transactions.
2. Describe your specific experience with preparing or monitoring budgets.
3. Describe your specific experience with financial software and/or systems.